

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 5
77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590



REPLY TO THE ATTENTION OF:
MCC-10J

DATE: August 2, 2002

SUBJECT: Designation of Contracting Officer's Technical Representative
(COTR)

FROM: David Alberts *David Alberts*
Contracting Officer

TO: Dion Novak
Work Assignment Manager

1. As Work Assignment Manager for Contract number 68-W6-0025, Work Assignment number 136-RSBD-B5Y7 with CH2M-Hill, you are hereby appointed as Contracting Officer's Technical Representative (COTR).

2. As COTR you are responsible for performance of the following functions:

- a. Familiarizing yourself with all terms and conditions of the work assignment.
- b. Seeking clarification from the Contracting Officer on any contract provision which is not understood or subject to more than one interpretation.
- c. Monitoring performance to insure that the requirements of the work assignment are being satisfactorily executed by the Contractor within the schedule of the work assignment.
- d. Bringing to the attention of the Contracting Officer and the Contractor all performance which is not in compliance with work assignment requirements.
- e. Maintaining written records of Contractor performance and keeping the Contracting Officer informed, in a timely manner, both orally and in writing, of the quality of Contractor performance.
- f. Recommending to the Contracting Officer changes to the work assignment which will improve the quality of the work assignment or the manner in which it is performed.
- g. Ensuring that Government personnel do not attempt to supervise, correct, or otherwise interfere with the activities of Contractor employees.

- h. Ensuring that the Contractor performs no work outside the scope of the work assignment.
- i. Monitoring the Contractor's use of Government Furnished Property to ensure it is used to the maximum extent possible under the contract and that it is used as authorized.
- j. Reviewing and approving progress reports, determining that the payment requested is commensurate with the items/ services delivered and reviewing and approving vouchers/ invoices.

3. In the discharge of the functions listed above, do not take any action which could:

- a. change any terms or conditions of the work assignment and/or contract;
- b. result in any change in price;
- c. involve supervision of Contractor employees;
- d. result in the Contractor performing any work outside the scope of the work assignment and/or contract;
- e. change the performance period of the work assignment.

The Contracting Officer has the overall responsibility for the administration of this contract. He/She alone is authorized to take actions on behalf of the Government which includes but is not limited to: interpreting, amending, modifying or deviating from the contract terms, conditions, requirements, specifications or details; approving work plans; issuing final decisions regarding Contractor claims or issues under dispute; entering into negotiations and terminating the contract for convenience of the Government or for default.

4. This appointment will remain in effect through the life of the work assignment, or until the expiration of the contract, your release from COTR responsibilities for this work assignment by your supervisor, your reassignment to another organization or agency, or until it is otherwise rescinded in accordance with agency procedures. Your authority as COTR cannot be further redelegated. Supervisors are not entitled to, and may not exercise COTR authority in your place.

EPA United States Environmental Protection Agency Washington, DC 20460		
NOMINATION AND APPOINTMENT OF THE CONTRACTING OFFICER'S REPRESENTATIVE (COR)		
1 a. Name of Nominee: DION NOVAK	b. Title, Series, and Grade GS-13	
c. Mailing Address (include mail code): Mail Code: SR-6J 77 West Jackson Blvd Chicago, IL 60604	d. Telephone: (312) 886-4737	
2. The nomination is for: <input type="checkbox"/> Project Officer <input type="checkbox"/> Deputy Project Officer <input type="checkbox"/> Regional Project Officer <input type="checkbox"/> Zone Project Officer <input type="checkbox"/> Delivery Order Project Officer <input checked="" type="checkbox"/> Work Assignment Manager <input type="checkbox"/> Alternate _____ <input type="checkbox"/> Other _____	3. Training completed: a. Acquisition Training for Project Officers (Formerly The Basic Project Officer Course) (All Project Officers must complete.) b. Contract Administration Course (All CORs must complete.) c. Recertification Course <i>COR mentor 3/15/01</i> (All CORs must complete every three years.)	Date Completed <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 2001
4. Briefly describe the nominee's contract management experience and nominee's technical expertise in the subject matter of the contract: <i>numerous work assignments</i>		
5. The nomination is for contract number <u>RAC-CH2M HILL # 68-W6-0025, EAGLE ZINC, IL WA # 136-RSBD-B5V7</u>		
6. I understand that COR duties are not redelegable. In the event that I am unable to continue performing my COR duties, I will contact the Contracting Officer immediately.		
<i>Dion Novak</i> Signature of Nominee		7/17/02 Date
7. I certify that: a. The nominee's contract management duties will be incorporated in his/her position description and performance standard. b. The nominee's Standard Form 450, Confidential Financial Disclosure Report, will be filed with the cognizant Deputy Ethics Official. c. The nominee's contract management workload will stay within his/her ability to perform satisfactorily. d. If the nominee performs his/her contract management functions unsatisfactorily, I will notify the Contracting Officer immediately.		
<i>Steven J. Padovani</i> Signature of the Nominating Official Steven J. Padovani CHIEF, SECTION # 2, RRB#1 Name/Title (Print or type)		7/17/02 Date 357-6757 (312) 886-2929 Telephone
Signature of the Appointing Official <i>David Alberts</i> (David Alberts, Contracting Officer)		9/2/02 Date